



LFUCG Division of Code Enforcement

Title: Paralegal Intern – Division of Code Enforcement

Salary: This internship is non-paid

Hours: Afternoons, up to 20 hours/week, Monday-Friday. Open during fall, spring, and summer semesters.

Duties:

- Processing civil penalties
- Filing liens
- Performing title searches

Requirements:

- Undergraduate or graduate with paralegal, law or pre-law course work preferred but not required
- Applicants should be proficient with MS Office, internet and phones

Application Instructions: Please submit resume and cover letter indicating hours of availability to David Jarvis: davidj@lexingtonky.gov